

## **Development Manager**

**Full-Time**

### **Summary of Duties:**

At Perley Health Foundation, our donors are at the heart of everything we do. Their passion for ensuring Seniors and Veterans live life to the fullest fuels our mission – and we're equally passionate about delivering an exceptional donor experience. We are seeking a **dynamic, growth-oriented fundraising professional** to join our small but high-performing team. If you thrive on making meaningful contributions, excel in collaboration, and find joy in creating impact – this opportunity is for you.

We are growing and evolving following our largest capital campaign, which we completed in 2023. Today, we are focused on raising \$2M to expand our **intergenerational program** before embarking on our next **transformational capital campaign**. Community Engagement and Corporate Partnerships will play a pivotal role in this next chapter – and we need a strategic connector and relationship builder to lead this essential work.

This is an exciting new role with the opportunity to create and build innovative programs, contribute to setting new benchmarks in our fundraising, and join a dynamic team dedicated to transforming care for seniors and veterans. This position will also play a critical role in the overall success of our upcoming capital campaign.

Reporting to the **Executive Director and Chief Development Officer**, the Development Manager will elevate and drive **Community Engagement and Corporate Partnerships**, oversee the **Grateful Family Programs**, and contribute to **Mid-Level and Major Gifts revenue generation**. Supported by a comprehensive strategic plan, you will cultivate authentic relationships, inspire giving, and help grow our community of support — ensuring donors experience joy throughout their philanthropic journey.

### **OUR PURPOSE**

- We inspire giving that transforms the quality of life for the people we love today and in the future.

### **OUR VISION**

- Seniors and Veterans are living life to the fullest because philanthropy has fueled Perley Health's care, research, innovation and growth.

### **OUR MISSION**

- Through storytelling and relationship building, we empower an engaged donor community to transform the quality of life of Seniors and Veterans.

### **OUR VALUES**

- Excellence | Authenticity | Engagement | Impact | Joy

## **Duties and Responsibilities:**

### **Community Engagement and Partnerships**

- Develop and implement a **Community Engagement and Partnership Plan** aligned with the Foundation's strategic goals.
- Steward relationships and secure funding from **Royal Canadian Legion branches, service clubs**, and other local organizations.
- Build and steward **corporate partnerships** through sponsorships, matching gift programs, and employee volunteer initiatives.
- Identify, manage and cultivate a portfolio of corporate donors, converting event sponsors into **multi-year partners** while identifying new prospects.
- Host **Seeing is Believing tours** and represent the Foundation at community events to identify new and deepen external relationships.
- Collaborate with Perley Health's Communications Team to **increase brand awareness and donor engagement**.
- Act as the Foundation's representative to **Ottawa's business community**, fostering partnerships and increasing visibility.

### **Grateful Family Programs**

- Align the Grateful Family Program with Perley Health's strategic priority, **"People First"** and **strengthen the program** by engaging families and friends impacted by Perley Health's care.
- Analyze donor behaviours to **maximize retention** and minimize attrition through personalized stewardship initiatives.
- Create tailored stewardship experiences, including **exclusive events and personalized updates**.
- Raise awareness of **Tribute Giving opportunities** within the Perley Health community.

### **Mid-Level and Major Gifts**

- Contribute to the growth of the **Mid-Level Giving program** through strategic moves management within an assigned donor pipeline. Manage a portfolio of mid-level donors (small business owners).

### **Education & Experience:**

- Minimum of **5 years of fundraising or business development experience** in a not-for-profit environment, with a proven track of meeting or exceeding targets (new partnerships, increased revenues, and market expansions)
- University degree in fundraising, communications, business administration, or a related field.

### **Skills & Competencies:**

- Experience with **Raiser's Edge or similar CRM systems**. Has experience using data to drive decision making and measure results.
- Confident with proactive outreach, including cold calls and skilled at building strategic alliances and partnerships
- Experience with social media and digital fundraising
- Demonstrated ability in **prospect research, proposal writing, and cultivation**.
- Strong project management and organizational skills, with the capacity to balance competing priorities and deadlines effectively.
- Excellent written and verbal communication skills, including **public speaking**.
- Creative, entrepreneurial, collaborative, and **solutions-focused mindset** with the ability to turn challenges into opportunities.
- Bilingualism (**English/French**) is an asset.

### **What We Offer:**

- Competitive salary range: \$70,000 – \$90,000
- Comprehensive benefits package, including Healthcare of Ontario Pension Plan (HOOPP)
- Professional development opportunities
- A culture of collaboration, impact, and joy
- The opportunity to make a transformative difference in the lives of seniors and Veterans

If you are driven by purpose, thrive in a collaborative environment, and are ready to help write the next chapter of Perley Health Foundation's success story — we would love to hear from you.

Join us in transforming the quality of life of Seniors and Veterans, one donor at a time.

Please forward your resume and cover letter, outlining your background and experience with each key responsibility to be considered for the role. To apply go to:

<https://www.perleyhealth.ca/development-manager>

We thank all candidates for applying; however only those candidates selected for an interview will be contacted. No phone calls please.